



Position Description – Project Coordinator

Position Details

Position Title: Project Coordinator

College/Portfolio: College of Business and Law Research and Innovation **School/Group:** Centre for Cyber Security

Campus Location: Primarily based at the City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 7 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: CCSRI Centre Manager/ Director / Deputy Director for Cyber Security Research and Innovation

No. of Direct reports: None

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College of Business and Law

As one of the largest Business Schools in the Asia Pacific region, the College of Business is comprised of five schools – four in Melbourne and one in Vietnam - delivering a broad range of programs in Business, ranging from undergraduate Bachelor degrees up to PhD levels. Many programs articulate between Vocational Education and Higher Education, creating pathways for further study. RMIT Business programs are delivered in Melbourne, Vietnam, Singapore, and Shanghai, as well as through RMIT Online.

The College is located on RMIT University's City Campus and resides in the state-of-the-art Swanston Academic and Emily McPherson buildings.

For further details about the College, please visit: <https://www.rmit.edu.au/about/our-education/academic-colleges/college-of-business>

Centre for Cyber Security and Innovation

The RMIT University Centre for Cyber Security Research and Innovation (CCSRI) was established in 2020 within the College of Business and Law. The focus of CCSRI is to develop multi-disciplinary research relating to the organisational, human and technology aspects of Cyber Security.

The mission of the RMIT University Centre for Cyber Security Research and Innovation (CCSRI) is to be acknowledged as a world-class research centre in multi-disciplinary Cyber Security research and to be acknowledged by Australian and overseas industry and government as a leading source of knowledge and expertise in multi-disciplinary Cyber Security research.

The vision of the RMIT University CCSRI is to be an internationally and nationally research centre that:

- Carries out multi-disciplinary research relating to the organisational, human and technology aspects of Cyber Security;
- Develops and promotes understanding of strategies, policies, and law issues of the Cyber Security challenges for Australia;
- Contributes to the Cyber Security Innovation eco-system within Australia and globally to actively engage with industry and government within Australia and globally.

Position Summary

The Project Coordinator is responsible for providing high-level support in the implementation of the Centre's projects. This role is a key contributor to the effective delivery of Project deliverable reports, ensuring alignment with Government, College procedures and University policies.

The Project Coordinator will work collaboratively and provide high-quality, accurate and timely administrative support to their line manager, academic colleagues, and colleagues working on the Project within the Centre. This may include project governance, project planning, project event support, project documentation and responding to complex project-related queries and other tasks as required.

The Project Coordinator will also facilitate the sharing of knowledge and ensure that university, government and project policies and amendments are correct and complete at key publishing milestones. The incumbent will contribute to cultural and work practice changes required to support the College's strategic directions and investigate process improvement opportunities within the role or team which will lead to greater efficiency and quality service.

Key Accountabilities

- Undertake secretariat duties and ensure the effective delivery of governance activities across CCSRI and externally funded research projects, proactively working with Project and Centre Management team to contribute to and governance activities.
- Write and prepare relevant centre or project reports and where appropriate, associated communications for social media or website.
- Delivery of Centre and project events in various formats including online, in person and hybrid.
- Supporting development of grant applications and research proposals.
- Coordinate academic administration activities to support the Centre and projects including, maintaining documentation and reports and ensuring these are consistent, accurate and timely across the project milestones, and where appropriate Centre deadlines.
- Provide advice to staff in relation to relevant projects, policies and procedures, to ensure compliance and consistent application to task.
- Investigate and make recommendations to streamline processes within the Centre/College which support a culture of collaboration and continuous improvement including the development of strong communication lines and support services.
- Plan, coordinate and implement in a timely manner projects and other tasks as agreed with their line manager. This includes using project management tools to plan, promote, review, monitor, evaluate and control to deliver agreed project outcomes.
- Build and maintain effective working relationships with RMIT, College, School and external stakeholders to ensure the effective development of unit activities; responding to stakeholder enquiries in a professional, accurate and timely manner ensuring the provision of quality client service.
- Participate in relevant RMIT activities as required and undertake other duties, as directed by their line manager within the scope of this classification.

Key Selection Criteria

1. Ability to develop and coordinate a broad range of tasks to deliver a high level of customer service and achieve targets, in a fast-paced environment.
2. Demonstrated ability to deliver quality and compliance administrative processes to support management and academic (HE) staff in program quality management requirements.
3. Proven initiative and problem-solving skills and the ability to take action without specific direction ensuring relevant policies, procedures and guidelines are followed.

4. Ability to work as an effective and flexible member of the team, demonstrating strong organisation and time management skills, and ability to prioritise multiple tasks and meet conflicting deadlines.
5. Highly developed interpersonal and communication skills; ability to be professional, tactful, and discrete, and form working relationships with stakeholders from diverse cultural backgrounds at all levels of the organisation.
6. Demonstrated ability to learn and implement new systems and procedures as appropriate and identify continuous process improvement opportunities for existing processes and procedures.
7. High-level ability to use a range of information and communication technologies, with high attention to detail, including Office 365 software packages and a demonstrated ability to adapt to new IT environments

Knowledge and understanding of the tertiary education sector is highly desirable

Qualifications

Relevant tertiary qualifications and/or proven experience.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.